

[Date]

[Candidate First Name] [Candidate Last Name]

[Candidate Address]

[City, State, Zip Code]

Dear [Candidate Name],

We are pleased to offer you the temporary part-time position of **[Job Title]** at **[Company Name]**. We believe your skills and experience will be a valuable asset to our team during this period.

**Employment Period:**

This is a temporary position. Your employment is scheduled to begin on **[Start Date]** and is expected to end on or around **[End Date]**. Please note that this end date is subject to change based on business needs.

**Schedule:**

You will be working on a part-time basis. Your expected schedule will be **[Number of Hours]** hours per week, specifically **[Days/Hours of Work]**.

**Compensation:**

The company will pay you a rate of **[\$Amount]** per **[Hour/Week]**, subject to standard payroll deductions. You will be paid on a **[Weekly/Bi-weekly]** basis.

**Terms of Employment:**

As a temporary employee, you will not be eligible for company-sponsored benefits such as [list excluded benefits like health insurance or 401k], except as required by law. Your employment with [Company Name] is "at-will," meaning either you or the company can terminate the relationship at any time, with or without cause or notice.

**Contingencies:**

This offer is contingent upon [list contingencies such as: background check, drug screening, or proof of eligibility to work in the US].

Please indicate your acceptance of this offer by signing and returning this letter by **[Expiration Date]**.

Sincerely,

[Signature]

[Sender Name]

[Sender Title]

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**Acceptance:**

I, [Candidate Name], accept the offer of temporary part-time employment as described above.

Signature: \_\_\_\_\_ Date: \_\_\_\_\_